

County of Hamilton

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63rd District #2 Integrating Committee Meeting Minutes
February 21, 1997 - 8:00 a.m.
Board of County Commissioners' Conference Room
Room 603, County Administration Building
Cincinnati, OH 45202

The meeting was called to order by Chairman Brayshaw at 8:11 a.m. All Committee Members were present.

Support Staff present: Messrs. Cottrill, Cline, Bass, Vogel, Beck, Cron and Pettit. Also present from the City of Cincinnati was Prem Garg and from the County, Ted Hubbard.

Mr. Sykes moved approval of the District #2 Meeting Minutes of December 13, 1996; seconded by Mayor Savage and passed unanimously.

Mr. Cottrill reported on several proposals the Support Staff came up with at the request of the District #2 Committee Members.

The Support Staff has met on several occasions and has come up with three recommendations to the Committee as to when we should switch from one funding round to another and how to distribute residual funds.

Recommendations for determining when the District should "switch" from one funding round to the next, with respect to selecting projects for SCIP or LTIP funding, included the following proposals:

1. Leave the current method in place (i.e., allow the District Liaison and the OPWC Program Representative to jointly determine the appropriate time to switch the funding round, based upon the available funds and the particulars of the next projects on the current list).
2. Establish a firm date (e.g., April 1) for switching from one funding round to the next.
3. Develop a criteria whereby residual funding designated for distribution during a particular funding round would be permitted to be awarded only to projects that are ranked within a particular point range below the initial outline for that round.

Discussion ensued over these proposals. Mr. Seitz indicated than an established ending date for the round would prevent the appearance of partisan decisions that could effectively include or exclude a particular project from residual funding. Mr. Mendes supported the concept of a cutoff date, which would allow a jurisdiction to better assess the likelihood of a particular project receiving residual funding. Mayor Savage, on the other hand, cited the smooth record of the program, indicating that the suggestions being presented by the Support Staff appear to address problems that do not exist. If problems DO arise from not establishing a specific cutoff date, the Integrating Committee would still have the option to either set a date or deal with the problems in some other manner.

Mayor Savage then moved that the current method used when switching funding rounds should remain in place; motion seconded by Mr. Huddleston. Seven members voted to adopted the motion, with Messrs. Heile and Mendes voting against. Having received the necessary seven votes to carry, the motion was adopted.

Mr. Cottrill then presented the Support Staff's recommendations for the distribution of residual funding after the initial projects above the cutline are selected:

1. Leave the current plan for distribution of residual funds in place (i.e., allow the District Liaison and the OPWC Program Representative to jointly determine which projects below the cutline should receive funding, based upon the available funds and the particulars of the next projects on the current list).
2. Establish a process whereby the available project funding would be offered to a jurisdiction, which would then have to decide within a one-month period whether they would be willing to accept the available funds and proceed with the project.
3. Send letters to each jurisdiction with projects below the cutline, to encompass no more than 15 projects, asking what amount of funding the jurisdiction would need to proceed with the job. Once responses are received from jurisdictions, Which are to be returned within one month of being notified, projects are selected in order of ranking (where possible) to utilize as much of the available residual funding as possible.

Mr. Mendes asked for the Committee to consider the consequences of either rushing the available funding to jurisdictions or allowing the money to accumulate to a level where an entire project request can be met. For example, it makes no sense to award funds, advertise the project, and execute a construction contract during the middle of winter; it would be better to allow funds to accumulate a couple of months, until a larger percentage of the jurisdictions's funding request would be available, and still permit the job to start by the beginning of the construction season. On the other hand, if funds become available during the spring or early summer, it might be better to "get the money moving" so as to have the project bid and built during the current construction season. Elaborating on this premise, Mr. Mendes suggested a procedure of distributing residual funding based on when during the year the funds become available.

Discussion continued on Mr. Mendes' proposal, along with some ideas to revise the proposition to make it more "workable". Eventually, Mayor Brooks made a motion to allow the present method of distributing residual funds to remain as it currently exists; the motion was seconded by Mayor Savage. The motion received seven affirmative votes, one negative vote by Mr. Heile, and one abstention by Mr. Seitz. Having received the required seven affirmative votes, the motion carried. Mr. Seitz explained his decision on the vote, by indicating that adoption of this motion still does not create any type of written policy on distributing the residual funds. At the very least, he felt that we should chronicle what actually does occur when money becomes available, even if the steps taken are of an informal nature. Mayor Savage agreed, and asked for the Support Staff to develop a document that describes both how the "switch" between funding rounds occurs and how the residual funding is distributed.

63rd District #2 Integrating Committee Meeting Minutes

February 21, 1997

r. Cottrill continued with Support Staff matters, presenting three draft policies to eventually be considered by the Committee, but for now was simply being passed along for the members to review. These policies deal with matters involving:

- a) Incomplete funding applications
- b) Projects appearing in multiple applications
- c) Consequences of lodging an appeal of a project's rating

Discussion began regarding these policies. Mr. Cottrill took note of the Committee's recommendations and concerns, indicating that the Support Staff will attempt to incorporate them into a final proposal for consideration at a future meeting.

The final item from the Support Staff involved some possible changes to the Rating System for Round 12. In particular, revisions are being suggested under "Ability to Proceed" and for "Condition of Infrastructure", which will be further reviewed by the Support Staff and presented for possible action by the Committee at a future meeting.

Small Governments - Mr. Sykes indicated that the State Small Governments Public Works Committee will not be convening until April 11 since that is the date that the newest member will be seated thereon.

Old Business - none

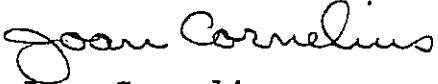
New Business - none

Next meeting - March 21, 1997 - Chairman Brayshaw will be out of town. Vice-Chairman Sykes said he would be available to preside.

Mr. Mendes made a motion for adjournment which was seconded by Mr. Heile and passed unanimously.

Meeting adjourned at 9:50 a.m.

Respectfully submitted,


Joan Cornelius
Recording Secretary

cc: Support Staff

SUPPORT STAFF RECOMMENDATIONS

WHEN TO SWITCH ROUNDS

1. LEAVE THE CURRENT METHOD IN PLACE.
2. ESTABLISH A "CUT-OFF" DATE (suggest April 1).
3. SET A MINIMUM POINT LEVEL.

HOW TO DISTRIBUTE RESIDUAL FUNDS

1. LEAVE THE CURRENT METHOD IN PLACE.
 2. HAVE A ONE MONTH WAITING PERIOD FOR A JURISDICTION TO DECIDE WHETHER OR NOT TO ACCEPT THE GRANT/LOAN.
 3. SEND A LETTER TO THOSE JURISDICTIONS WHO HAVE A PROJECT BELOW THE CUT LINE (LIMIT OF 15 PROJECTS BELOW THE CUT LINE) REQUESTING THE MINIMUM AMOUNT OF MONEY THEY WOULD ACCEPT FOR THE PROJECT. A ONE MONTH WAITING PERIOD SHOULD ALSO BE ESTABLISHED ONCE THEY ARE CONTACTED TO DECIDE WHETHER OR NOT TO ACCEPT THE FUNDS.
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1. FOLLOWING STATEMENT TO BE MADE POLICY REGARDING INCOMPLETE APPLICATIONS.

It is the policy of the District 2 Integrating Committee, regarding applications that are not complete when submitted, that:

- a. If the rating team reports that the application has important items missing (such as signed and sealed construction estimate, full description of scope of work for the project, no additional support information, etc.), that application shall be considered incomplete and not rated by the Support Staff. The application and letter shall be sent to the affected jurisdiction explaining the situation. This cannot be appealed unless the applicant can demonstrate that the information was included in the original application.
 - b. If the rating team reports that the application is too vague to rate, the application shall be considered incomplete, and shall not be rated by the Support Staff. This shall apply when an insufficient amount of information is given in the application, so as to make rating the project meaningless.
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2. A FACILITY MAY BE APPLIED FOR ONLY ONCE IN ANY GIVEN ROUND. FOR INSTANCE, A ROADWAY MAY BE APPLIED FOR EITHER IN A SEPARATE APPLICATION, OR WITH A GROUP OF STREETS, BUT NOT IN BOTH.
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3. IF A JURISDICTION APPEALS A PROJECT RATING, THE ENTIRE PROJECT WILL BE RE-RATED. (WHICH MAY RESULT IN AN INCREASE OR DECREASE OF POINTS IN ANY OF THE RATING CATEGORIES).

PROPOSED MOTION - 12/13/96

STATEMENT:

Once the District 2 Integrating Committee approves a final ranking of SCIP/LTIP projects for a particular funding round, the Support Staff recommends where on the ranking list to establish a "cut-line" that will encumber substantially all of the available funding for the selected projects. After the applications for these projects are forwarded to the OPWC staff in Columbus, any surplus funds returned to the District through closed-out projects are to be designated for the next-ranked project on the approved list. In practice, the District Liaison has been contacting the responsible person for the "next-ranked" project, and offering the award of the available funding without delay. Should the responsible individual decide that the amount of available funding is inadequate for their project to proceed, the District Liaison generally moves downward through the list, contacting the responsible parties, making the offer of available funding, until he can locate a jurisdiction's project manager willing to proceed with the project given the limited SCIP/LTIP monies available.

While this procedure may allow the surplus funds to be quickly reallocated to new projects, there have been occasions where, the funding has been awarded to a project far down the ranking list, sometimes three or four rating points under the next eligible project.

Of course, there may be occurrences where the next project in line for funding will require a substantial amount of money to proceed, to the extent that the District balance will never accumulate enough money to fund the next project, even if the returned surplus funds were held for an entire year. But there have been situations where the next worthy project could receive most or all of its requested funding if the returned funds were permitted to accumulate over a three or four month period.

Since the Integrating Committee is committed to award funding to the most worthy projects, as measured by the Rating System, it is important that a policy is implemented as soon as possible to regulate the distribution of these surplus funds. Therefore, we are proposing the following motion to deal with this issue in a balanced manner:

A MOTION:

That the Support Staff develops options for a policy for awarding SCIP/LTIP funds that become available to the District for allocation after approval of the initial project selections (i.e., the vote of the Committee to adopt the order of project ranking, normally at the December meeting). Further, that one option entail retention of returned funds for a period of months to facilitate advancement of the next-rated project on the ranking list. (This policy would ostensibly determine when the returned funds are to be designated for projects in the **current** funding round versus projects approved for the **following** funding round.)

It is requested that these policy options be developed for review and approval by the Integrating Committee at their meeting of February, 1997. ~~Further, we are asking that no funds be allocated to additional projects below the cutline until a pertinent policy is adopted by this Committee.~~

SCIP/LTIP PROGRAM
ROUND 12 - PROGRAM YEAR 1998
PROJECT SELECTION CRITERIA
JULY 1, 1998 TO JUNE 30, 1999

JURISDICTION/AGENCY: _____

NAME OF PROJECT: _____

PRELIMINARY SCORE FOR THIS PROJECT: _____

FINAL SCORE FOR THIS PROJECT: _____

RATING TEAM: _____

- | | | |
|----|--|---------------|
| | | <u>POINTS</u> |
| 1) | If SCIP/LTIP funds are granted, when would the construction contract be awarded? (See Addendum for definition of delinquency) | |
| | 10 Points - Will be under contract by end of 1998 and no delinquent projects in Rounds 9 & 10. | |
| | 5 Points - Will be under contract by March 30, 1999 and/or jurisdiction has had one delinquent project in Rounds 9 & 10. | |
| | 0 Points - Will not be under contract by March 30, 1999 and/or jurisdiction has had more than one delinquent project in Rounds 9 & 10. | |
| 2) | What is the physical condition of the existing infrastructure to be replaced or repaired? (See Addendum for definitions) | |
| | 25 Points - Failed | |
| | 23 Points - Critical | |
| | 20 Points - Very Poor | |
| | 17 Points - Poor | |
| | 15 Points - Moderately Poor | |
| | 10 Points - Moderately Fair | |
| | 5 Points - Fair Condition | |
| | 0 Points - Good or Better | |

NOTE: If the infrastructure is in "good" or better condition, it will NOT be considered for SCIP/LTIP funding unless it is an expansion project that will improve serviceability.

3) If the project is built, what will be its effect on the facility's serviceability? Documentation is required.

- 5 Points - Project design is for future demand. _____
- 4 Points - Project design is for partial future demand.
- 3 Points - Project design is for current demand.
- 2 Points - Project design is for minimal increase in capacity.
- 1 Point - Project design is for no increase in capacity.

4) How important is the project to *HEALTH, SAFETY, AND WELFARE* of the public and the citizens of the District and/or service area? **See Addendum for definitions**

- 10 Points - Highly significant importance, with substantial impact on all 3 factors. _____
- 8 Points - Considerably significant importance, with substantial impact on 2 factors, or noticeable impact on all 3 factors.
- 6 Points - Moderate importance, with substantial impact on 1 factor or noticeable impact on 2 factors.
- 4 Points - Minimal importance, with noticeable impact on 1 factor
- 2 Points - No measurable impact

5) What is the overall economic health of the jurisdiction?

- 10 Points _____
- 8 Points
- 6 Points
- 4 Points
- 2 Points

6) What matching funds are being committed to the project, expressed as as a percentage of the *TOTAL CONSTRUCTION COST*? Loan and Credit Enhancement projects automatically receive 5 points, and no match is required. All grant funded projects require a minimum of 10% matching funds.

- 5 Points - 50% or more _____
- 4 Points - 40% to 49.99%
- 3 Points - 30% to 39.99%
- 2 Points - 20% to 29.99%
- 1 Point - 10% to 19.99%

Has any formal action by a federal, state, or local government agency resulted in a partial or complete ban of the usage or expansion of the usage for the involved infrastructure? **POINTS MAY ONLY BE AWARDED IF THE END RESULT OF THE PROJECT WILL CAUSE THE BAN TO BE LIFTED.**

- 5 Points - Complete ban
 - 3 Points - Partial ban
 - 0 Points - No ban of any kind
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- 8) What is the total number of existing daily users that will benefit as a result of the proposed project? Appropriate criteria include current traffic counts, households served, when converted to a measurement of persons. Public transit users are permitted to be counted for the roads and bridges, but only when certifiable ridership figures are provided.

- 5 Points - 16,000 or more
 - 4 Points - 12,000 to 15,999
 - 3 Points - 8,000 to 11,999
 - 2 Points - 4,000 to 7,999
 - 1 Point - 3,999 and under
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- 9) Does the infrastructure have regional impact? Consider originations and destinations of traffic, functional classifications, size of service area, number of jurisdictions served, etc. **(See Addendum for definitions)**

- 5 Points - Major impact
 - 4 Points -
 - 3 Points - Moderate impact
 - 2 Points -
 - 1 Point - Minimal or no impact
-

- 10) Has the jurisdiction enacted the optional \$5 license plate fee, an infrastructure levy, a user fee, or a dedicated tax for infrastructure and provided certification of which fees have been enacted?

- 5 Points - Two of the above
 - 3 Points - One of the above
 - 0 Points - None of the above
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ADDENDUM TO THE RATING SYSTEM

DEFINITIONS/CLARIFICATIONS

Criterion 1 - ABILITY TO PROCEED

at least 60 days behind
Schedule & no later
than 90 days for

The Support Staff will assign points based on engineering experience and OPWC defined delinquent projects. A project will be considered delinquent when any of the following occurs: 1) A letter is sent from the OPWC to the affected jurisdiction stating that the project has not moved in accordance with the time frame listed on the application (copies are sent to the District); or 2) no time extension has been granted by the OPWC; or 3) A jurisdiction receiving approval for a project subsequently terminates the same after the bid date on the application.

2 - CONDITION

Condition is based on the amount of deterioration that is field verified or documented exclusive of capacity, serviceability, or health, safety and welfare issues. Condition is rated only on the existing facility being repaired or abandoned. If the existing facility is not being abandoned or repaired, but a new facility is being built, it shall be considered as an expansion project. (Documentation may include ODOT BR-86 reports, pavement management condition reports, televised underground system reports, age inventory reports, maintenance records, etc., and will only be considered if included with the original application.)

Definitions:

super structure
sub structure
no primary structural components

MAILED CONDITION - Requires complete reconstruction where no part of the existing facility is salvageable. (e.g. Roads: complete reconstruction of roadway, curbs and base; Bridges: no part of the bridge can be salvaged; Underground: removal and replacement of an underground drainage or water system; Hydrants: completely non-functioning and replacement parts are unavailable.)

CRITICAL CONDITION - Requires moderate or partial reconstruction to maintain integrity. (e.g. Roads: reconstruction of roadway, curbs can be saved; Bridges: only the substructure can be salvaged with modifications; Underground: removal and replacement of part of an underground drainage or water system; Hydrants: some non-functioning, others obsolete and replacement parts are unavailable.)

VERY POOR CONDITION - Requires extensive rehabilitation to maintain integrity. (e.g. Roads: extensive full depth, partial depth and curb repair of a roadway with a structural overlay; Bridges: substructure and superstructure can be salvaged with extensive repairs; Underground: repair of joints and/or minor replacement of pipe sections; Hydrants: non-functioning and replacement parts are available.)

POOR CONDITION - Requires standard rehabilitation to maintain integrity. (e.g. Roads: moderate full depth, partial depth and curb repair to a roadway with no structural overlay needed or structural overlay with minor repairs to a roadway needed; Bridges: deck cannot be salvaged, substructure and superstructure need repair; Underground: insituform or other in ground repairs; Hydrants: functional, but leaking and replacement parts are unavailable.)

MODERATELY POOR CONDITION - Requires minor rehabilitation to maintain integrity. (e.g. Roads: minor full depth, partial depth or curb repairs to a roadway with either a thin overlay or no overlay needed; Bridges: deck can be salvaged with repairs and overlay; Hydrants: functional and replacement parts are available.)

integrity. (e.g. Roads: thin or no overlay with extensive crack sealing, minor partial depth and/or slurry or rejuvenation; Bridges: deck rehabilitation required, overlay not required.)

FAIR CONDITION - Requires routine maintenance to maintain integrity. (e.g. Roads: slurry seal, rejuvenation or routine crack sealing to the roadway; Bridges: minor rehabilitation required.)

GOOD OR BETTER CONDITION - Little or no maintenance required to maintain integrity; Bridges: no work required.

Criterion 4 - HEALTH, SAFETY & WELFARE

Definitions:

SAFETY - The design of the project will prevent accidents, promote safer conditions, and eliminate or reduce the danger of risk, liability, or injury.

EXAMPLES: Widening existing roadway lanes to standard lane widths; Adding lanes to a roadway or bridge to increase capacity or alleviate congestion; replacing old or non-functioning hydrants; increasing capacity to a water system, etc.

HEALTH - The design of the project will improve the overall condition of the facility so as to reduce or eliminate disease; or correct concerns regarding the environmental health of the area.

EXAMPLES: Improving or adding storm drainage or sanitary facilities; replacing lead joints in water lines;

WELFARE - The design of the project will promote economic well-being and prosperity.

EXAMPLES: Project has the potential to improve business expansions or opportunities in the area; project will improve the quality of life in the area;

PLEASE NOTE: The examples listed above are NOT a complete list, but only a small sampling of situations that may be relevant to any given project. Each project is looked at on an individual basis to determine if any aspects of this rating category apply, and if so, to what severity level (minor or significant). The severity and extent of the problem, as it relates to Health, Safety and Welfare, MUST be fully detailed by the applicant and apparent to the rating team. The Support Staff will not attempt to determine these issues on it's own. Without such detail the jurisdiction should expect a lower rating than the project may deserve.

Criterion 9 - REGIONAL IMPACT

Definitions:

MAJOR IMPACT - Roads: major multi-jurisdictional route, primary feed to an interstate, Federal Aid Primary routes; Underground: primary water or sewer main serving and entire system; Hydrants: multi-jurisdictional.

MODERATE IMPACT - Roads: principal thoroughfares, Federal Aid Urban routes; Underground: primary water or sewer main serving only part of a system; Hydrants: all hydrants in a local system serving only one jurisdiction.

MINIMAL/NO IMPACT - Roads: cul-de-sacs, subdivision streets; Underground: individual water or sewer main not part of a large system; Hydrants: only some hydrants in a local system serving only one jurisdiction.

**63rd District 2 Integrating Committee Meeting
County Commissioner's Conference Room
County Administration Building
Room 603
Cincinnati, Ohio 45202
February 21, 1997 - 8:00 a.m.**

AGENDA

- 1.) Approval of previous meeting's minutes
- 2.) Support Staff Items:
 - (A) Response by the Support Staff to request from the Integrating Committee concerning recommendations on 1) when to switch from one funding round to another and 2) how to distribute residual funds.
 - (B) Staff recommendations for policy statements to be considered by the Integrating Committee.
 - (C) Round 12 Rating System for review by the Integrating Committee.
- 3.) Small Governments Subcommittee report.
- 4.) Old business.
- 5.) New business.
- 6.) Next meeting date is Friday, March 21, 1997.
- 7.) Adjourn.

63rd District #2 Integrating Committee Meeting
Board of County Commissioners' Conference Room
Room 603, County Administration Building
Cincinnati, OH 45202

February 21, 1997 - 8:00 a.m.

ATTENDANCE LIST

NAME

AFFILIATION

PHONE NO.

John HAMNER	City of Cincinnati	3404
Joe Sykes	H. C. T. A	941 3393
DAVE SARGENT	HCML	521-7266
Pete Heile	City of Cincinnati	352-3337
Richard MORROW	" "	352-2457
William Brumphaugh	Ham. County Engr	632-8630
DAN BROOKS	HCML	521-7413
Bill Seitz	Green Twp.	357-9332
Dick Widdell	Ham Co. Comm	771-0900